

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	812
		Original Date	04/14/2006
		Revised Date	04/17/2015
	Department: Maintenance	Fire Watch	

POLICY:

If the fire alarm system or fire sprinkler system is out of service for more than 4 hours cumulative in a 24 hour period, the Fire Watch procedure will be activated and remain in place until the alarm system is returned to service.

PROCEDURE:

1. The Maintenance Supervisor or designee will notify the Lewistown Fire Department (535-1780), Simplex, the Superintendent and the Certification Bureau (406-444-4170) that the system is out of service, and when put back into service.
2. An announcement will be made over the PA system with the following information to staff:
 - A. The fire alarm and sprinkler system is out of service for more than 4 hours in a 24 hour period and a Fire Watch is put in place.
 - B. All staff on shift should observe for any fires in their work area and if found announce the fire and its location over the PA system (☎ 62). The charge nurse will call the fire department. Follow the Fire Plan Policy #813.
 - C. The announcement will be made everyday @ 0600, 1400 @ 2200.
3. The Maintenance Supervisor or designee will take all necessary measures to repair the system as soon as possible.
4. The Maintenance Supervisor or designee will assign 24-hour emergency scheduling to Maintenance employees to perform the fire watch. Maintenance employees will work at least 8 hour shifts each until the system is returned to service.
5. If more staff is needed, the Director of Support Services will be contacted. Housekeeping staff may be assigned to emergency staffing and instructed by the Maintenance Supervisor or designee on observing for fires and fire hazards.

6. The staff assigned to the fire watch will do the following to observe for any fires or fire hazards:
 - A. Continuous walk-through and observation of all areas of the building: all wings, attics, center section, basement, kitchen, multi-purpose room, and rooms, etc.
 - B. Look for any potential fires or fire hazards.
 - C. If a fire is discovered, announce the fire (**62**) and its location and follow the Fire Plan, Policy #813.
 - D. When the fire system is restored to service, the Maintenance Supervisor or designee will notify the Lewistown Fire Department (535-1780), Simplex, the Certification Bureau (406-444-4170) and the Superintendent. An announcement will be made over the PA system that the Fire Watch has ended and fire alarm system is back in service.

I have read and concur the Montana Mental Health Nursing Care Center Fire Watch procedure.

Lewistown Fire Chief